

JOB DESCRIPTION



Position Title: Assistant Dean of Military Programs

Division: Outreach

Category: Administrative Staff

Primary Location: Fort Huachuca

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year

Pay Grade: AS18

Position Summary: The Assistant Dean of Military Programs serves as the coordinator of the Fort Huachuca Center and is responsible for providing leadership and oversight of day-to-day operations and the college's military programming including the development and coordination of new programs that meet the military community's needs and advance the college's mission, vision and goals with key external and internal stakeholders.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Oversees the development and management of programming at the Fort Huachuca Center, identifies unmet needs and leads the discussion with internal and external stakeholders to develop and implement key military programs and initiatives; leads efforts to develop and/or strengthen the relationship(s) between the college and military community; acts as a liaison between the military and the college.

Serves as the college's military programming liaison, manages course offerings, services, events, and functions; monitors current and future directions of the military's training programs to address potential changes in college programming; identifies prospective target populations for programming and marketing; coordinates new courses and programs, develops curriculum proposals and identifies new and expanded offerings in order to build enrollments and respond to community needs.

Provides leadership for department, oversees day-to-day operations; supervises assigned staff, including hiring, work assignments, performance management and evaluations; makes recommendations for department organization and process workflows, training and problem resolution; manages program budget, allocates resources, maintains and compiles enrollment data for periodic reporting.

Monitors college courses taught on Fort Huachuca; assesses and evaluates online IOS courses and instructors; works with academic deans to facilitate program and course offerings; monitors enrollments; provides support services for faculty, staff and students to include transfer, general education, MOS credentialing, work skills development, personal interest, and /or life-long learning courses; responds to student needs; provides oversight of military tuition assistance program processes; monitors the Fort Huachuca MOS credentialing program; reviews MOS curriculum for alignment with college courses to ensure that it meets the needs of the Army while maintaining instructional integrity.

Leads the Fort Huachuca staff in a positive, motivational, and inspirational manner that promotes a collaborative work culture with the military and other college departments, a strong work ethic, and a caring and supportive environment for students

Participates in college meetings, committees, training and events as required; represents the college at local and regional events as assigned.

Performs related duties as assigned

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General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Master's degree in related field from a regionally accredited institution of higher learning recognized by the US Department of Education
Comprehensive understanding of military culture and protocols
Five years related organizational management and leadership experience with three of those years preferably in higher education.

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Working knowledge of principles of curriculum development
Knowledge of budget preparation, monitoring and administration
Working knowledge of management practices and principles
Working knowledge of education and training resources
Skill utilizing personal computer software programs affecting assigned work
Skill in analyzing and problem solving
Skill in marketing and community outreach
Skill in presenting ideas and concepts orally and in writing
Skill in listening to issues, synthesizing information, and reaching sound conclusions
Ability to pass and maintain a comprehensive background screening required to obtain Fort Huachuca access badge
Proven ability in developing and maintaining relationships with both internal and external stakeholders
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to provide a positive image of the college, prepare and deliver presentations to groups of all sizes
Ability to work independently, prioritize, and manage multiple projects with attention to detail while contributing to team environment
Ability to establish strong connections within the community
Ability to effectively supervise the work of others
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Work Environment: Work is primarily performed under limited supervision in an office setting with appropriate climate controls. Work involves travel, early morning, evening, and weekend work.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

There is a possibility that due to parking availability at remote locations on Fort Huachuca, employees may be required to navigate moderate to long distances on uneven, unfinished, and/or rocky terrain.

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Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Dean of Outreach

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.